

Pupil Enrollment Report (DOE-PE)

Version 10.27.04

The purpose of this data collection is to gather student enrollment information as of October 1 of the current school year.

Instructions

Report data for each student in your school(s) as of October 1. The required data should be collected, combined into a file, and submitted to the Department of Education through the secured STN Application Center. The file may be any of the formats contained in this document and must contain all the fields in the order described.

The **required collection period** will begin on October 1, 2004 and last until October 29, 2004, which is the final date for submission. During this time you are required to submit the file to the Department of Education using the secured STN Application Center, check the processing results for errors, and check the reports in the Message Center for accuracy. If there are any errors or inaccuracies you may correct your data file and transmit the file again until the end of the day on October 29, 2004.

File transfer errors will be generated for students that are already being claimed by another school. Action should be taken to insure that the correct STN number for the student in question is used and that the student was enrolled on October 1 in your school. Once it is determined that the conflict is with the other school, contact the school where the conflict occurs to resolve the issue. If it is determined that you are a school creating the conflict, you will need to delete the pupil enrollment. Removing the record(s) from the file transferred does not remove records from our database. Deletes can be performed on the STN Lookup page under the pupil enrollment tab.

Pupil Enrollment (PE) Report Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	School Number	4	State Assigned School ID Required Field: YES	School building where the student is physically located Rule of thumb – school where the student gets off the bus.
2	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student Required Field: YES	STN Number must already exist in the STN Lookup
3	Grade Level	2	Allowable Codes Are: PW = Pre-School Ages 0-2 PK = Pre-Kindergarten Ages 3-5 KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult Required Field: YES	PW – Students who are provided Special Education services from birth to Age 2. Pre-Kindergarten: Students who are not eligible for Kindergarten because their birth falls before July 1. Grade 12+/Adult: These may be students who received <i>Certificates of Achievement</i> or <i>Course Completion</i> and who have returned for further education and to possibly earn a regular or other diploma. Formerly reported as Post Graduates. Adult students attending Adult Education Programs and being reported to Adult Education should not be reported on the DOE-PE.
4	Enrolled	1	Was the student enrolled and attending this school on OCTOBER 1, 2004? Allowable Codes Are: Y = Yes N = No Required Field: YES	October 1, 2004 is the COUNT day for ENROLLMENT. This field was intended to be a part of a future collection. If the student was enrolled and expected to be in attendance on this day, the field should be a Y for yes.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
5	Retained	1	<p>Was the student retained in the same grade as last year?</p> <p>Allowable Codes Are:</p> <p>Y = Yes N = No</p> <p>Required Field: YES</p>	

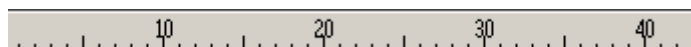
Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

```
0001,000102001,06,Y,N
0001,000102999,09,Y,Y
0002,000202001,PW,N,N
0002,000202999,PK,Y,N
```

Positional Format



```
000100010200106YN
000100010299909YY
0002000202001PWNN
0002000202999PKYN
```

E(x)tensible Markup Language (XML) Format

```
<XIF_PEData>
  <Corporation Id="8800">
    <School Id="0001">
      <Student STN="000102001">
        <SchoolUse GradeLevel="06" Enrolled="Y" Retained="N" />
      </Student>
      <Student STN="000101999">
        <SchoolUse GradeLevel="09" Enrolled="Y" Retained="Y" />
      </Student>
    </School>
    <School Id="0002">
      <Student STN="000202001">
        <SchoolUse GradeLevel="PW" Enrolled="N" Retained="N" />
      </Student>
      <Student STN="000202999">
        <SchoolUse GradeLevel="PK" Enrolled="Y" Retained="N" />
      </Student>
    </School>
  </Corporation>
</XIF_PEData>
```

Common Scenarios

The following section contains several likely scenarios of student enrollment and a description of how they would be reported.

Scenario #1: Services Student

Scenario: School #1 is providing full day services to a student that is funded by school #2.

Reporting Result: PE is a school building level count independent of the pupil's resident corporation, so this student would be included in the PE count for school #1 (services school), but not included in the PE count for school #2 (funding school). However, students receiving minimal services, one or two classes should not be counted at the school providing the service.

Scenario #2: Student Enrolls after October

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Scenario: Student enrolls in a school after October 1.

Reporting Result: PE is a count on October 1, so this student should not be included in the PE count for this school.

Scenario #3: Student Enrolled in Vocational School

Scenario: A pupil is enrolled in both an area vocational school and a regular high school.

Reporting Result: The pupil should be counted in the school from which the diploma will be received.

Scenario #4: Student Enrolled in Multiple Schools

Scenario: A pupil is being educated in two or more schools.

Reporting Result: Only one school should count pupils educated in two or more schools. It is up to the schools to decide which school will report the pupil. Once a student is reported to the application center and another school attempts to report the same pupil, an error will be produced and the pupil will be excluded from the enrollment count. This school should determine if the student should or should not be reported. Perform an STN Lookup on the student to determine which school originally submitted the data. The student record can be deleted under the STN Lookup page, Pupil Enrollment tab by the school causing the conflict.

Scenario #5: Student Enrolls for Minimal Services

Scenario: A student is home schooled or attends a private school but enrolls in the public school for minimal services, one or two classes for the day.

Reporting Result: The student should not be reported at the public school.

Change History

The following section contains a history of changes made to the PE Data Layout from the prior version.

Version Number	Change History
10.27.04	Additional notes on grade level 13, scenario #4 revised, scenario #5 added
10.14.04	Retained Field Added to data layout
09.30.04	Revise instructions on PE Duplicated, XML tag for corporation added
09.17.04	Notes added to clarify field 4, enrolled
09.09.04	Revised data layout for 2004-2005 data collection

Prior Version 06.26.03 relates the current fields to their previous location.

Field Order	Fieldname Description	Previous Field Order Location	Notes
1	School Number	1	No change
2	Student Test Number (STN)	2	No change
	Gender	3	Removed, an STN Lookup record must exist with this information before allowing a PE record
	Ethnicity	4	Removed and STN Lookup record must exist with this information before allowing a PE record
3	Grade Level	5	SU and UG removed
	Post Graduate Information	6	Removed
	Diploma Type	7	Removed
	Retained	8	Removed, collected on DOE-PS
4	Enrolled		New field